



CITY OF HOUSTON

Job Posting

1	cd	Applications accepted from:	ALL PERSONS INTERESTED
2		Job Classification	PROJECT MANAGER (multiple vacancies)
3		Posting Number	PN# 111995
4		Department	Department of Public Works & Engineering
5		Division	Engineering and Construction Division
6		Section	Construction Branch
7		Reporting Location	611 Walker
8		Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Provide supervision and coordination in overseeing contractor's compliance with construction plans and specification for civil construction projects. Responsible for the management of assigned construction projects. These responsibilities include: set up and maintenance of project files; initiation and update of project data base; preparation and conduct of pre construction conferences; communication with citizens and community organizations; oversight of project inspection; review and respond to Request for Information; prepare change orders; analyze and settle claims; conduct substantial and final completion inspections; prepare Requests for Council Action; and project close out. Provide input to constructability reviews and conduct periodic site visits to resolve construction issues. Applicant must be able to interact well with the general public to include conducting public presentations, must be able to develop and manage own work assignments, and must possess technical writing skills.		
10	<u>WORKING CONDITIONS</u> The position requires stooping, bending and/or lifting of items of up to 30 pounds, and sitting for extended periods of time. A portion of this work occurs in the field under most weather conditions and occurs in close proximity to moving vehicular traffic. Standing and walking moderate distances over uneven terrain is occasionally required.		
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree in Civil Engineering, Business Administration, or a closely related field.		
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Four (4) years of experience in construction, construction inspection, or a closely related field is required. Pertinent professional experience may be substituted for the education requirements on a year-for-year basis.		
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).		
14	<u>PREFERENCES</u> Applicant must be computer literate in Windows applications to include Microsoft Access, Excel, PowerPoint, and Word. Preference will be given to applicants who have previous construction management experience.		
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None However, the Department may administer a skill assessment evaluation.		
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.		
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><div>Salary Range - Pay Grade 24</div><div>\$1,801 - \$2,006 Biweekly \$47,500 - \$52,500 Annually</div></div>		
18	<u>OPENING DATE</u> July 19, 2006		
19	<u>CLOSING DATE</u> Open Until Filled		
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0951. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.. An equal opportunity employer		